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DDS&T-4044-67
10 October 1967

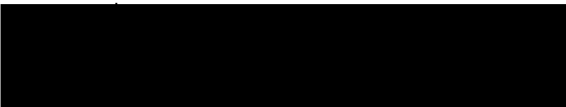
MEMORANDUM FOR: All Budget Officers, Science and Technology
Directorate

SUBJECT: Submission of the Status of Funds Reports

1. As stated by Acting Executive Officer, DDS&T, in the Executive Officer's Meeting of 27 September 1967, the Status of Funds Reports will be due from the Offices by the third day following the end of the month.

2. Budget Officers should not wait for Office of Finance Obligation Status Reports before preparing the Status of Funds but rather estimate their obligations through the end of the reporting date.

3. It is necessary that the Budget Officers comply with the above due date in order to ensure that the DDS&T has timely budget information. 25X1A


Chief, Budget Branch
O/DDS&T

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